LANSINGPOLICEDEPARTMENT Title: PUBLIC VIDEO SYSTEM

Effective Date: November 9, 2007 Rescinds: NEW No: 600-55

OPERATIONAL PROCEDURE

I. PURPOSE

This procedure sets forth guidelines for establishing the Public Video System (PVS), establishing the PVS Committee (PVSC), placement and movement of PVS cameras, and documenting and evaluating the effectiveness of camera placement.

II. POLICY

It is the policy of the Lansing Police Department (LPD) to deter crime and to protect the safety and property of the City of Lansing through the use of a 24 hour PVS. PVS cameras may be placed in areas where law enforcement observation has been deemed necessary. Areas for observation are identified using information gathered from calls for service, criminal incidents, and community and employee input. Any diversion of these security technologies or personnel for other purposes is prohibited.

III. DEFINITIONS

- A. PVS camera A self-contained fixed remote-surveillance closed circuit television camera which has live video viewing, monitoring and recording capabilities housed within a bullet resistant protective case.
- B. Observation Viewing of live or recorded images.
- C. Pan To move horizontally, as from left to right.
- D. Tilt To move vertically, as from up to down.
- E. Mobile Data Computer (MDC) Electronic equipment designed to monitor video images, to operate a fixed remote-observation camera which is part of the PVS, and to be operated from a department vehicle.
- F. Voyeuristic purposes Focused persistent viewing for reasons not associated with a law enforcement purpose.
- G. Bookmarking A method used to flag and protect video against erasure. Bookmarking allows personnel to more easily locate a video segment which has been marked for further review.
- H. Privacy zones Areas within captured video which can be blocked, such as windows of private residences or other non-public areas.

IV. GENERAL PRINCIPLES

- A. It is prohibited to use any external device, such as a cell phone, digital or analog camera, or video camcorder, or any other image recording device to record video directly or indirectly from a PC to capture a PVS camera image.
- B. It is prohibited to record video directly or indirectly from any PC or PC monitor screen where a PVS camera image is currently being displayed.
- C. Examples of legitimate uses of video observation or recording of public areas for safety and security purposes include, but are not limited to the following:
 - 1. Protection of buildings and property including building perimeter, entrances and exits, lobbies and corridors, receiving docks, and special storage areas, as well as restricted access to buildings and other areas.
 - 2. Observation of parks, transit stops, parking lots, public streets, shopping areas, vehicle intersections, pedestrian and vehicle traffic activity.
- D. Information obtained through video observation will be used exclusively for security and law enforcement purposes.
- E. Video observation for security and law enforcement purposes shall be conducted in a manner consistent with existing City of Lansing policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant policies.
- F. This procedure for video observation for security and law enforcement purposes prohibits monitoring based solely on race, gender, sexual orientation, religion, national origin, disability, or for purposes associated with voyeurism.
- G. Video observation for security and law enforcement purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by law.
- H. Alteration or deletion of any part of a PVS generated video recording is strictly prohibited.
- I. LPD will take reasonable steps to block views into residential housing.
- J. LPD camera operations shall be configured to prevent camera operators from tampering with or duplicating recorded video information.
- K. Images or information captured by the PVS camera shall not be given to third parties unless authorized by the Police Chief or required by law (e.g. subpoena or Freedom of Information Act).

V. PVSC

- A. The PVSC shall include, but is not limited to the following:
 - 1. All LPD Captains,
 - 2. Lieutenant of Special Operations Section,
 - 3. Radio Lab Chief Technician,
 - 4. Representative chosen by the Board of Police Commissioners,
 - 5. City of Lansing Information Technology Manager, and
 - 6. LPD Legal Advisor.

B. The PVSC shall:

- 1. Review and recommend requests submitted for PVS placement,
- 2. Oversee the operation of the PVS camera system, and
- 3. Analyze the effectiveness of camera placement.

VI. VIDEO SYSTEM TECHNICAL

A. Cameras:

- 1. Can record public activity from a distance,
- 2. Are remote controlled and capable of sending real-time images to a mobile data computer, a mobile tactical monitor, or remote hard drive,
- 3. Can scan 360 degrees pan, tilt and zoom,
- 4. Have night-vision capability,
- 5. Are affixed to a street pole or other fixed object in designated areas, and
- 6. Display the City of Lansing seal, LPD badge, and wording that public video observation may be in use.

B. Cameras will be viewable from:

- 1. Designated computers within LPD and
- 2. MDC's when within wireless range of a camera.

- C. Video shall not be viewed on a MDC by the driver unless the vehicle is completely stationary and in the "PARK" position.
- D. Video cannot be altered without generating an alarm.

VII. RESPONSIBILITIES OF CAMERA CONTROL OPERATORS

Personnel involved in video observation for security and law enforcement purposes shall:

- A. Be appropriately trained and supervised in the responsible use of this technology,
- B. Conduct video observation of areas only in plain view,
- C. When assigned to live monitor, continually monitor the fixed remote-observation video until relieved or assignment is completed, and
- D. Immediately report to a supervisor any equipment malfunction or visible PVS camera damage.

VIII. ADMINISTRATIVE RESPONSIBILITIES

- A. The Electronic Equipment Maintenance Unit (EEMU) shall:
 - 1. Direct technical support activities for PVS, including installation, removal, and maintenance.
 - 2. Monitor inventory and storage of equipment,
 - 3. Manage budgetary improvements and repairs of PVS, and
 - 4. Keep a maintenance log for each PVS camera documenting the following:
 - a. Date of installation,
 - b. Ongoing maintenance,
 - c. Location placements, and
 - d. Removal.
- B. The Training and Technical Services section shall:
 - 1. Maintain a list of all PVS camera locations on the LPD public Internet website,
 - 2. Conduct an analysis of crime activity in PVS camera placement areas by reviewing the following:
 - a. Calls for service,

- b. Incidents, and
- c. Arrests within the area of the PVS on a quarterly basis.
- 3. Provide the results of the analysis of crime activity in PVS camera placement areas to the PVSC.

C. Audit Trail

- 1. Whenever a person logs into the system, those actions are tracked and recorded within the video recording system activity logging database.
- 2. Examples of user actions which are logged include:
 - a. User log-on date and time,
 - b. User log-off date and time,
 - c. User log-on access denied with date and time,
 - d. User requests for recorded video including date, time, and specific camera video requested,
 - e. User action of displaying video which is restricted to a higher level account "user request video denied", or
 - f. User control of any camera including camera identifier with date and time.

IX. CAMERA RELOCATION

The PVSC will provide input for camera relocation by:

- A. Providing a detailed report indicating what the PVS camera has accomplished,
- B. Indicating what problem solving strategies may be taken to eliminate future needs of the PVS camera at that location,
- C. Developing a plan, which will include:
 - 1. A history of the crime displaced in the area of the PVS camera and
 - 2. Strategies to continue as necessary.

X. PUBLIC NOTIFICATION

A. PVS installations shall contain signage for the express purpose of clearly giving notice that police observation may be underway.

- B. Signage shall read as follows:
 - "PUBLIC VIDEO SYSTEM MAY BE IN USE." (City of Lansing seal and LPD badge attached)
- C. Signage shall not be used to verify the existence of a PVS camera, that an area is being live viewed nor that any camera is operational.

XI. USE OF VIDEO RECORDINGS

- A. Video recordings may be reviewed or audited for the purpose of determining adherence to these policies.
- B. LPD may use the PVS to deter, detect or prosecute criminal offenses. See LPD Procedure (600-3) relating to Investigative Video Imaging (IVI).
- C. Video recordings may be released to third parties in conformance with LPD procedures and applicable local, state, and federal laws.
- D. When a video recording incident occurs while a user is monitoring the system or after an event has occurred and a user wants to mark a section of video which may be of interest for investigation, that user can set up a "Bookmark."

XII. PROTECTION OF INFORMATION AND DISCLOSURE

- A. PVS video recordings shall be stored for fourteen (14) days in a secure location with access by authorized personnel only.
- B. Internal departmental requests for the retrieval of video images recorded through a PVS camera will be initiated by police personnel who will complete and submit a PVS Video Repair/Retrieval Request form to their Captain/designee for approval. No video shall be retrieved without a request form being submitted and approved.
- C. When the immediate retrieval of a video image is necessary, persons shall contact the Precinct or Duty Captain.
- D. Requests from citizens, other departments of city government or outside agencies regarding PVS cameras or information recorded by PVS cameras will be reviewed and handled in conformity with LPD procedures and applicable laws.

XIII. RETENTION OF RECORDINGS

A. Videos are initially recorded on a computer hard disk. Once full, the disk is overwritten by the newest segments.

- B. Video recordings that may be relevant to the investigation of an incident shall be transferred from the computer hard disk onto removable media, such as a CD or DVD, in conformance with chain of custody standards. See LPD Procedure (600-3) relating to (IVI).
- C. All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, retained, and secured into evidence utilizing an incident number.
- D. The Captains/designee must authorize access to all video records.
- E. A log shall be maintained by the Captain of Staff Services/designee of access to or use of recorded materials. The log shall include the following:
 - 1. Video number and date of recording,
 - 2. Name of the individual or agency that was given access to the recording,
 - 3. Date that access was given,
 - 4. Reason that access was given, and
 - 5. Signature of the authorized LPD employee permitting the access or release.
- F. The video access log shall be considered public information, unless otherwise prohibited by law or judicial order.
- G. LPD will provide reasonable security measures to prevent unauthorized access to the PVS electronic network; however, LPD cannot guarantee that access to the network through illegal methods is impossible.

XIV. DISPOSAL OR DESTRUCTION OF RECORDINGS

- A. For evidentiary purposes, video copied to transportable media such as CD/CDR, or DVD, may be retained longer than the 14 days specified in this procedure. After 14 days recorded video may be overwritten or erased, unless retained as part of a criminal investigation pursuant to LPD Procedure 600-3, (IVI), or court proceedings or other use as approved by the Chief of Police.
- B. All saved recordings shall be disposed of in a secure manner unless retained as part of a permanent record.
- C. Transportable media shall be shredded, burned, or otherwise made permanently unreadable.